



4184-25-P

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Administration for Children and Families**

**Proposed Information Collection Activity; Building Capacity  
to Evaluate Child Welfare Community Collaborations to  
Strengthen and Preserve Families (CWCC) Cross-Site Process  
Evaluation (New Collection)**

**AGENCY:** Office of Planning, Research, and Evaluation;  
Administration for Children and Families; HHS.

**ACTION:** Request for Public Comment.

**SUMMARY:** The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) intends to collect data for an evaluation of the initiative, Community Collaborations to Strengthen and Preserve Families (also referred to as Child Welfare Community Collaborations [CWCC]). The cross-site process evaluation will provide insight to ACF about the various factors that promote or impede the implementation of child welfare community collaborations.

**DATES:** *Comments due within 60 days of publication.* In compliance with the requirements of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, ACF is soliciting

public comment on the specific aspects of the information collection described above.

**ADDRESSES:** Copies of the proposed collection of information can be obtained and comments may be forwarded by emailing [OPREinfocollection@acf.hhs.gov](mailto:OPREinfocollection@acf.hhs.gov). Alternatively, copies can also be obtained by writing to the Administration for Children and Families, Office of Planning, Research, and Evaluation, 330 C Street, SW, Washington, DC 20201, Attn: OPRE Reports Clearance Officer. All requests, emailed or written, should be identified by the title of the information collection.

**SUPPLEMENTARY INFORMATION:**

*Description:* The evaluation will involve seven data collection requests:

- **Four Site Visit Discussion Guides.** To systematically document the approaches and strategies used by the first two cohorts of CWCC grantees (FY18 and FY19 awardees), the evaluation team will conduct initial and follow-up interviews with: (1) Project Directors from Lead Grantee organizations and Leaders from partner organizations, and (2) staff from the lead and partner organizations. These interviews will take place during site visits. Each grantee will participate in four site visits.

- **Survey Invitee Template:** The evaluation team will ask the Project Director of each CWCC grant to fill out a Survey Invitee Template to gather contact information for leaders and staff from lead and partner organizations who the evaluation team will invite to complete the Collaboration Survey (see below).
- **Collaboration Survey:** This electronic survey will document perceptions that leaders and staff from the CWCC lead and partner organizations have regarding their organizational/group processes, implementation activities, and progress towards goals. This survey will be administered to staff at all grantee and partner organizations on an annual basis during each cohort's grant period.
- **Site Visit Planning Template:** Each Project Director (or their designee) will complete a Site Visit Planning Template to schedule site visit activities prior to each annual site visit.

*Respondents:* Leadership and staff from CWCC lead (grantee) organizations and from partner organizations.

### Annual Burden Estimates

Instrument	Total Number of Respondents	Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Annual Burden Hours
<b>Cohort 1 Data Collection for FY18 grantees</b>					
Site Visit Discussion Guide for Project Directors and Leaders from Partner Organizations - Interview #1	12	1	2	24	8
Site Visit Discussion Guide for Staff from Lead and Partner Organizations - Interview #1	36	1	1	36	12
Site Visit Discussion Guide for Project Directors and Leaders from Partner Organizations - Follow-Up Interviews	12	2	1.5	36	12
Site Visit Discussion Guide for Staff from Lead and Partner Organizations - Follow-Up Interviews	36	2	1	72	24
Survey Invitee Template	4	3	1	12	4
Annual Collaboration Survey	260	3	0.5	390	130
Site Visit Planning Template	4	3	2	24	8
<b>Cohort 2 Data Collection for FY19 grantees</b>					
Site Visit Discussion Guide for Project Directors and Leaders from Partner Organizations - Interview #1	27	1	2	54	18
Site Visit Discussion Guide for Staff from Lead and Partner Organizations - Interview #1	81	1	1	81	27
Site Visit Discussion Guide for Project Directors and Leaders from Partner Organizations - Follow-Up Interviews	27	2	1.5	81	27
Site Visit Discussion Guide for Staff from Lead and Partner Organizations - Follow-Up Interviews	81	2	1	162	54

Instrument	Total Number of Respondents	Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Annual Burden Hours
Up Interviews					
Survey Invitee Template	9	3	1	27	9
Annual Collaboration Survey	585	3	0.5	877.5	292.5
Site Visit Planning Template	9	3	2	54	18

Estimated Total Annual Burden Hours: 643.5

*Comments:* The Department specifically requests comments on: (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted within 60 days of this publication.

*Authority:* Section 105(b)(5) of the Child Abuse Prevention and Treatment Act (CAPTA) of 1978 (42 U.S.C. 5106(b)(5)),

as amended by the CAPTA Reauthorization Act of 2010 (Pub. L. 111-320).

**Mary B. Jones**, *ACF/OPRE Certifying Officer*.

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